



**INSTRUCTIONS FOR COMPLETING YOUR
TEXAS APPORTIONED RENEWAL APPLICATION**

PLEASE READ CAREFULLY!



*Texas Department of Transportation • Vehicle Titles and Registration Division
International Registration Plan Branch • P.O. Box 26440 • Austin, Texas 78755-0440
(512) 374-5250 • Fax (512) 374-5265
www.dot.state.tx.us/vtr/irp/inside.htm*

Important Apportioned Registration Renewal Information

The expiration month for your account is **SEPTEMBER** for processing under the staggered apportioned registration program. Your current apportioned registration credentials expire on **SEPTEMBER 30, 2003**.

Please check the **EXPIRATION** date labeled on the upper right corner of the Schedule A (Renewal Printout). This date should read "09/2004". Upon renewal, your credential(s) will expire on September 30, 2004.

Vehicle Changes

You will be able to show vehicles previously added and/or delete vehicles on your renewal this year. Please use **BLACK INK** when showing additions or deleting vehicles. **DO NOT USE WHITE-OUT ON YOUR RENEWAL FORMS.**

REMEMBER, FAILURE TO SUBMIT YOUR RENEWAL APPLICATION TO OUR OFFICE BY AUGUST 22, 2003, AND COMPLETED IN ACCORDANCE WITH THE ENCLOSED INSTRUCTIONS MAY RESULT IN SIGNIFICANT DELAYS IN PROCESSING YOUR ACCOUNT.

Texas Apportioned Registration Cab Cards

Upon renewal, your cab card(s) will serve as the validating credential(s) for the registration of your vehicle(s).

IMPORTANT: Verify the states shown on the billing **BEFORE** picking up your apportioned cab cards.

Apportioned Registration Instruction Manual & Fee Book

The Texas Apportioned Registration Instruction Manual and Fee Book were not included with this renewal packet. You may obtain copies of these materials from this office or your nearest VTR regional office.

Texas Department of Transportation Apportioned Registration Forms

Texas Apportioned Registration Application - Schedule A.

This is a computer generated printout of all vehicles currently registered in the fleet as of **JULY 26, 2003**.

The vehicle printout has been enhanced to show additional information. One of the following codes may appear to the left of the Texas Title Number:

C—indicates the plate shown is canceled in the Motor Vehicle file

N—indicates a newer title has been issued in the Motor Vehicle file

O—indicates the vehicle appears to be out of service in the Motor Vehicle file

The presence of any of the above codes may mean the vehicle is no longer active in your account and should be deleted.

PLEASE DRAW A LINE THROUGH ANY DELETIONS.

Please make any **WEIGHT CHANGES** in **RED INK**.

List on the additions page of the printout (Schedule A), any vehicles which were added to your account **AFTER** the date shown on the upper right corner of the printout and **BEFORE** the renewal is mailed to IRP Branch.

Texas Department of Transportation Renewal Application - Schedule B.

Partial instructions for completing the mileage schedule are located on the reverse side of the Schedule B.

In addition, a mileage chart (see page 6) showing the round trip mileage (for new operations) and major city and return mileage (for expanded operations) for each state has been developed. These mileage figures should be used any time you are estimating unless you feel the figures on the mileage chart do not reflect a reasonable estimation of your operations. **In this case**, you may use your own figures, which must be approved by the Texas IRP section. **THE SCHEDULE G (SEE PAGE 7) SHOULD BE USED ONLY WHEN USING YOUR OWN FIGURES FOR ESTIMATION.**

The base jurisdiction may adjust the estimates if the base jurisdiction is not satisfied with their correctness. **Large mileage estimates in states having low fee rates will cause the application to be questioned and proof of operations will be required.**

Proof of Heavy Vehicle Use Tax (HVUT), IRS Form 2290

Include the Schedule I (if required). Due to Federal law, proof of payment of the **FEDERAL HEAVY VEHICLE USE Tax (HVUT)** is required when licensing vehicles at 55,000 pounds or more gross weight or combined gross weight. Proof is not required on new or used units being titled and registered within sixty (60) days of the date shown on the receipt for application of Texas title.

Acceptable proof of payment is a copy of a **RECEIPT STAMPED** Internal Revenue Service (IRS) Schedule I (Form 2290) for the tax period **JULY 1, 2002 THROUGH JUNE 30, 2003 OR JULY 1, 2003 THROUGH JUNE 30, 2004**. The Schedule I (Form 2290) requires a listing of your vehicle identification number for up to twenty-one (21) units. If your fleet exceeds 21 units, vehicle identification numbers are not required. However, the total number of units listed on LINE A, PART III, must be equal to, or more than, the number of registrations.

- ✓ In lieu of a **RECEIPT STAMPED** Schedule I (Form 2290), a copy of your Form 2290 (with Schedule I) **AND** copies of both sides of the canceled check will be acceptable proof of payment.
- ✓ If you use owner/operators, copies of their **RECEIPT STAMPED** Schedule I (Form 2290) or copies of their Form 2290 (with Schedule I) **AND** copies of both sides of their canceled check **MUST BE INCLUDED**.
- ✓ **THIS INFORMATION MUST ACCOMPANY YOUR APPLICATION OR THE APPLICATION WILL BE RETURNED TO YOU FOR CORRECTION.**
- ✓ Questions regarding this tax should be directed to the **INTERNAL REVENUE OFFICE** at 1-800-829-1040 or to a local IRS office.

PHYSICAL ADDRESS: ENTER THE ADDRESS WHERE THE REGISTRANT HAS AN ESTABLISHED PLACE OF BUSINESS. THE PHYSICAL ADDRESS MUST BE IN THE STATE OF TEXAS AND CANNOT BE A POST OFFICE BOX.

Proof of Financial Responsibility

The Texas Department of Transportation has a mandatory financial responsibility law. **IF YOU ARE REGISTERED AS A MOTOR CARRIER WITH THE TEXAS DEPARTMENT OF TRANSPORTATION, YOU MAY SUBMIT A COPY OF YOUR MOTOR CARRIER REGISTRATION CERTIFICATE (FORM 1899).**

THE MOST COMMON EVIDENCE OF FINANCIAL RESPONSIBILITY IS A LIABILITY INSURANCE CARD ISSUED TO THE POLICY-HOLDER BY THE INSURANCE COMPANY. Examples of other types of acceptable proof include insurance poli-

cies and binders, pool coverage documents and certificates of self-insurance, bond, etc.

CURRENT PROOF OF FINANCIAL RESPONSIBILITY MUST BE SUBMITTED WITH YOUR RENEWAL APPLICATION.

LEASES: WHEN THE LESSOR PROVIDES THE INSURANCE AND THE INSURANCE DOCUMENTS REFLECT THEIR NAME, A COPY OF THE LEASE AGREEMENT WITH THAT COMPANY MUST BE INCLUDED WITH YOUR APPORTIONED RENEWAL APPLICATION. The original or a photocopy of the evidence satisfies the requirement of proof of financial responsibility. **ALL ORIGINAL DOCUMENTATION IS RETURNED TO THE APPLICANT.**

QUESTIONS ABOUT PROPER EVIDENCE OF FINANCIAL RESPONSIBILITY SHOULD BE DIRECTED TO YOUR INSURANCE COMPANY, OR YOUR LOCAL VTR REGIONAL OFFICE.

International Registration Plan Cab Card Weight Schedule

If weights are to remain the same as the previous year, there is no need to submit a cab card weight schedule on renewal applications. Make any changes in red directly on the Schedule A (vehicle printout).

When and Where to File Your Application

To ensure that your application is processed in a timely manner and that you receive your renewal credentials prior to expiration, return all forms **BY AUGUST 22, 2003**, to the address shown below for processing.

Renewals should be **MAILED** to the following address:

**Texas Department of Transportation
IRP Branch
PO Box 26440
Austin, TX 78755-0440**

THE IRP BRANCH WILL NOT ACCEPT ANY RENEWALS SUBMITTED IN PERSON. ALL RENEWALS MUST BE MAILED TO THE ABOVE ADDRESS IN ORDER TO BE PROCESSED. NEW ACCOUNTS ARE PROCESSED BY YOUR LOCAL REGIONAL OFFICE.

Express Mail Address:
Texas Department of Transportation
IRP Branch
4000 Jackson Ave.
Austin, TX 78731

YOUR LOCAL REGIONAL OFFICE IS UNABLE TO PROCESS RENEWALS UNTIL THE 16TH DAY OF THE MONTH FOLLOWING EXPIRATION.

== IMPORTANT NOTICE ==

FOR CARRIERS OPERATING IN IDAHO

Registrants renewing through the base jurisdiction or apportioning a new fleet to operate in Idaho after October 1, 2000 may request a refund from Idaho if the average miles per vehicle in a fleet is less than 50,001 miles.

To determine if a refund may be due, divide the total fleet miles by the number of vehicles in the fleet. If the average is less than 50,001 miles per vehicle, request a refund form from the Revenue Operations Unit, Idaho Transportation Department, at (208) 334-8770.

A copy of IRP Schedule A and B or a summary of these schedules from the records of the IRP Administration in the base jurisdiction is required with all refund requests.

FOR CARRIERS OPERATING IN QUEBEC

Apportioned account holders who will show the Canadian Province of QUEBEC on their apportioned cab card(s) please note the following:

Fees for the Province of Quebec are based on the total number of axles on the vehicle or combination of vehicles. Therefore, the assumed number of total axles has been printed on the renewal printout to the left of the number of seats.

If this number is incorrect, please make corrections in red directly on the printout.

If you do not plan to show Quebec on your cab card, please disregard this notice.

COUNTIES IMPOSING COUNTY ROAD AND BRIDGE ADD-ON FEE

Anderson	10.00	DeWitt	10.00	Johnson	10.00	Reagan	5.00
Andrews	5.00	Dimmit	11.50*	Jones	10.00	Real	10.00
Angelina	10.00	Donley	10.00	Karnes	10.00	Red River	10.00
Aransas	10.00	Duval	10.00	Kaufman	10.00	Reeves	5.00
Archer	5.00	Eastland	10.00	Kendall	11.00	Refugio	10.00
Armstrong	5.00	Ector	10.00	Kerr	10.00	Roberts	5.00
Atascosa	10.00	Edwards	10.00	Kimble	10.00	Robertson	10.00
Austin	10.00	Ellis	10.00	Kinney	10.00	Rockwall	10.00
Bailey	10.00	El Paso	10.00	Kleberg	10.00	Runnels	10.00
Bandera	10.00	Erath	10.00	Knox	10.00	Rusk	10.00
Bastrop	10.00	Falls	10.00	Lamar	10.00	Sabine	10.00
Baylor	10.00	Fannin	10.00	Lamb	10.00	San Augustine	10.00
Bee	10.00	Fayette	10.00	Lampasas	10.00	San Jacinto	11.50*
Bell	11.50*	Fisher	10.00	La Salle	10.00	San Patricio	10.00
Bexar	11.50*	Floyd	10.00	Lavaca	10.00	San Saba	10.00
Blanco	11.50*	Foard	10.00	Lee	10.00	Schleicher	10.00
Bosque	10.00	Fort Bend	10.00	Leon	10.00	Scurry	10.00
Bowie	10.00	Franklin	10.00	Liberty	10.00	Shackelford	10.00
Brazoria	5.00	Freestone	10.00	Limestone	10.00	Shelby	10.00
Brazos	11.50*	Frio	11.50	Lipscomb	10.00	Sherman	10.00
Brewster	10.00	Galveston	10.00	Live Oak	10.00	Smith	10.00
Briscoe	10.00	Garza	5.00	Llano	10.75***	Starr	10.00
Brooks	10.00	Gillespie	11.50*	Lubbock	10.00	Stephens	10.00
Brown	10.00	Goliad	10.00	Lynn	10.00	Stonewall	10.00
Burleson	10.00	Gonzales	7.50	Madison	10.00	Sutton	10.00
Burnet	10.00	Gray	10.00	Marion	5.00	Swisher	10.00
Caldwell	10.00	Grayson	10.00	Martin	5.00	Tarrant	10.00
Calhoun	8.00	Gregg	10.00	Mason	10.00	Taylor	10.00
Callahan	10.00	Grimes	10.00	Matagorda	10.00	Terrell	5.00
Cameron	10.00	Guadalupe	10.00	Maverick	11.00**	Terry	10.00
Camp	10.00	Hale	10.00	McCulloch	10.00	Throckmorton	5.00
Carson	5.00	Hall	10.00	McLennan	10.00	Titus	10.00
Cass	10.00	Hamilton	10.00	Medina	10.00	Tom Green	10.00
Castro	10.00	Hansford	10.00	Menard	10.00	Travis	11.50*
Chambers	10.00	Hardeman	10.00	Midland	10.00	Trinity	11.50*
Cherokee	10.00	Hardin	10.00	Milam	10.00	Tyler	10.00
Childress	10.00	Harris	11.50*	Mills	10.00	Upshur	10.00
Clay	10.00	Harrison	10.00	Mitchell	5.00	Upton	5.00
Cochran	10.00	Hartley	10.00	Montague	10.00	Uvalde	10.00
Coke	10.00	Haskell	10.00	Montgomery	10.00	Val Verde	10.00
Coleman	10.00	Hays	10.00	Moore	10.00	Van Zandt	10.00
Collin	10.00	Henderson	10.00	Morris	10.00	Victoria	10.00
Collingsworth	10.00	Hidalgo	10.00	Motley	10.00	Walker	10.00
Colorado	10.00	Hill	10.00	Nacogdoches	10.00	Waller	10.00
Comal	11.50*	Hockley	10.00	Navarro	10.00	Washington	10.00
Comanche	10.00	Hood	10.00	Newton	5.00	Webb	11.50*
Concho	10.00	Hopkins	10.00	Nolan	10.00	Wharton	10.00
Cooke	10.00	Houston	10.00	Nueces	10.00	Wheeler	5.00
Coryell	10.00	Howard	10.00	Ochiltree	10.00	Wichita	10.00
Cottle	10.00	Hunt	10.00	Oldham	10.00	Wilbarger	10.00
Crockett	5.00	Hutchinson	5.00	Orange	10.00	Willacy	10.00
Crosby	10.00	Irion	5.00	Palo Pinto	10.00	Williamson	11.50*
Culberson	10.00	Jack	10.00	Parker	10.00	Wilson	10.00
Dallam	10.00	Jackson	10.00	Parmer	10.00	Winkler	7.50
Dallas	10.00	Jasper	5.00	Polk	11.50*	Wise	10.00
Dawson	10.00	Jeff Davis	10.00	Potter	10.00	Wood	10.00
Deaf Smith	10.00	Jefferson	10.00	Presidio	10.00	Yoakum	5.00
Delta	10.00	Jim Hogg	10.00	Rains	10.00	Young	10.00
Denton	10.00	Jim Wells	11.50	Randall	10.00	Zavala	10.00

* includes Child Safety Fund fee of \$1.50

** includes Child Safety Fund fee of \$1.00

*** includes Child Safety Fund fee of \$.75

Revised 01/01/03

VEHICLE TITLES AND REGISTRATION DIVISION

REGIONAL OFFICE LOCATIONS

MAILING ADDRESSES AND PHONE NUMBERS

ABILENE	4250 N. Clack Abilene, Texas 79601-1141	LOCAL 915 734-5120 FAX 915 734-5122
AMARILLO	5715 I-27 South, Building H Amarillo, Texas 79110	LOCAL 806 467-8902 FAX 806 467-8940
AUSTIN	1001 E. Parmer Lane, Suite A Austin, Texas 78753	LOCAL 512 837-4416 FAX 512 837-7703
BEAUMONT	4245 Cardinal Drive Beaumont, Texas 77705-4407	LOCAL 409 842-5875 FAX 409 840-6813
CORPUS CHRISTI	1701 South Padre Island Drive Corpus Christi, Texas 78416	LOCAL 361 808-2600 FAX 361 808-2610
DALLAS-CARROLLTON	1925 E. Beltline Road, Suite 100 Carrollton, Texas 75006	LOCAL 972 417-0884 FAX 972 416-4296
EL PASO	3160 Lee Trevino, Suite B-104 El Paso, Texas 79936	LOCAL 915 591-8149 FAX 915 591-8058
FORT WORTH-ARLINGTON	910 North Watson Road Arlington, Texas 76011-5260 Mailing Address: P. O. Box 90601 Arlington, Texas 76006-9998	LOCAL 817 649-5937 FAX 817 633-2367
HOUSTON	10000 Northwest Freeway, Suite 105 Houston, Texas 77092 Mailing Address: P. O. Box 926109 Houston, Texas 77292-6109	LOCAL 713 681-6637 FAX 713 681-7229
LONGVIEW	1301 Karnes Road Longview, Texas 75604	LOCAL 903 753-6279 FAX 903 753-0879
LUBBOCK	135 Slaton Road Lubbock, Texas 79404	LOCAL 806 745-8888 FAX 806 748-0325
MIDLAND-ODESSA	3901 E. Highway 80 Odessa, Texas 79761	LOCAL 915 498-4674 FAX 915 498-4673
PHARR	600 West Expressway 83 Pharr, Texas 78577	LOCAL 956 781-3291 FAX 956 702-3718
SAN ANGELO	4502 Knickerbocker Road San Angelo, Texas 76904	LOCAL 915 947-9330 FAX 915 947-9336
SAN ANTONIO	4611 N.W. Loop 410 San Antonio, Texas 78229-5126	LOCAL 210 615-1776 FAX 210 615-5845
WACO	2203 Austin Avenue Waco, Texas 76701-1624	LOCAL 254 752-1152 FAX 254 752-7656
WICHITA FALLS	1601-A Southwest Parkway Wichita Falls, Texas 76302-4906	LOCAL 940 720-7754 FAX 940 720-7849

ESTIMATED MILEAGE FOR IRP JURISDICTIONS

<u>ROUND TRIP</u>		<u>MAJOR CITY & RETURN</u>	
FOR NEW OPERATIONS		FOR EXPANDED OPERATIONS	
Alabama	584	Birmingham	228
Alberta	400	Edmonton	200
Arizona	782	Flagstaff	338
Arkansas	584	Little Rock	276
British Columbia	100	Vancouver	50
California	874	Sacramento	272
Colorado	910	Denver	350
Connecticut	346	Hartford	68
Delaware	60	Wilmington	25
District of Columbia	6	District of Columbia	6
Florida	778	Jacksonville	80
Georgia	310	Atlanta	200
Idaho	388	Idaho Falls	102
Illinois	578	Springfield	200
Indiana	260	Indianapolis	114
Iowa	720	Des Moines	166
Kansas	844	Salina	352
Kentucky	388	Lexington	228
Louisiana	372	Shreveport	350
Maine	596	Bangor	476
Manitoba	600	Winnipeg	150
Maryland	164	Frederick	72
Massachusetts	184	Boston	152
Michigan	688	Detroit	118
Minnesota	562	Minneapolis	66
Mississippi	308	Jackson	88
Missouri	564	St. Louis	564
Montana	1426	Miles City	226
Nebraska	924	Lincoln	114
Nevada	804	Wells	120
New Brunswick	500	Moncton	500
New Hampshire	206	Concord	76
New Jersey	96	Princeton	22
New Mexico	754	Tucumcari	80
New York	566	Syracuse	170
Newfoundland	1124	St. John's	1124
North Carolina	386	Raleigh	226
North Dakota	706	Jamestown	184
Nova Scotia	538	Halifax	256
Ohio	466	Columbus	97
Oklahoma	656	Oklahoma City	346
Ontario	1100	Toronto	550
Oregon	572	Eugene	354
Pennsylvania	676	Harrisburg	204
Prince Edward Island	300	Charlottetown	80
Quebec	755	Montreal	82
Rhode Island	100	Cranston	64
Saskatchewan	763	Regina	394
South Carolina	438	Columbia	212
South Dakota	800	Rapid City	698
Tennessee	870	Nashville	416
Texas*	*est. for the year	Dallas	364
Utah	878	Cedar City	364
Vermont	354	Montpelier	250
Virginia	394	Richmond	168
Washington	882	Tacoma	262
West Virginia	362	Charleston	124
Wisconsin	562	Madison	88
Wyoming	394	Cheyenne	80

New Operations - Use the Round Trip estimates if you are a brand new carrier and have no actual miles to report. Estimate IRP and non-IRP jurisdictions.

Expanded Operations - Use the Major City and Return estimates if you are adding a jurisdiction or you did not generate mileage in the last report period.

RENEWAL SCHEDULE G

This form should be used only if you do not wish to use the estimated mileage guide on Page 8 of these instructions. If you are estimating mileages in any jurisdiction and you do not wish to use the estimated mileage guide on Page 8, you may justify estimated miles using this Schedule G and you must show how those mileage estimates were determined. You **must** complete this form **only** when using your own estimates. In accordance with the International Registration Plan, we may adjust your estimate(s).

Instructions: For each trip, list the new jurisdiction(s) through which you plan to travel, the estimated miles you plan to travel within that jurisdiction, and the estimated number of trips and vehicles. This should yield the total estimated miles that you are reporting on the mileage Schedule B. Detach & return.

EXAMPLE

Estimated Jurisdiction: **OKLAHOMA**

City	State	City	State	Mileage	X	Trips	X	Vehicles	=	Total Estimated Mileage
Oklahoma City	to:	Tulsa		104		10		1		1040
Tulsa	to:	Oklahoma City		104		10		1		1040
										Total Estimated Miles: 2080

Estimated Jurisdiction:

City	State	City	State	Mileage	X	Trips	X	Vehicles	=	Total Estimated Mileage
	to:									
	to:									
										Total Estimated Miles:

Estimated Jurisdiction:

City	State	City	State	Mileage	X	Trips	X	Vehicles	=	Total Estimated Mileage
	to:									
	to:									
										Total Estimated Miles:

Estimated Jurisdiction:

City	State	City	State	Mileage	X	Trips	X	Vehicles	=	Total Estimated Mileage
	to:									
	to:									
										Total Estimated Miles:

Attach additional sheets if necessary

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete.

Signature of Owner or Corporate Office

Date

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IMPORTANT

APPORTIONED REGISTRATION RENEWAL APPLICATION CHECKLIST

To prevent processing delays, please take the time to carefully check your application. Did you:

- _____1. List the correct **IRP ACCOUNT NUMBER AND FLEET NUMBER** at the top of the application?
- _____2. Indicate the **REGISTRATION YEAR** (2004) in the appropriate box?
- _____3. Check the “**TYPE OF OPERATION**” on the application?
- _____4. Provide proof of payment of the **FEDERAL HEAVY VEHICLE USE TAX** (Form 2290) for vehicles registered for 55,000 pounds or more?
- _____5. Provide **PROOF OF FINANCIAL RESPONSIBILITY** (liability insurance)?
- _____6. Provide a **CONTACT PERSON** and **TELEPHONE NUMBER**?
- _____7. Show the **PHYSICAL TEXAS ADDRESS OF THE REGISTRANT** on the application?
- _____8. Make sure that all vehicle information is **ACCURATE** and **LEGIBLE** and the complete **VEHICLE IDENTIFICATION NUMBER (VIN)** is provided?
- _____9. List any additions made after **JULY 26TH** and before the renewal is mailed to the IRP Branch on the “**ADDITIONS**” page of the printout?
- _____10. Make any **WEIGHT CHANGES** on the **RENEWAL SCHEDULE A** (computer printout) in **RED INK**?
- _____11. Line out any **DELETED VEHICLES** on the **RENEWAL SCHEDULE A**?
- _____12. Mark any **ESTIMATED MILES WITH A #2** on the mileage schedule?
- _____13. Write **ALL ACTUAL MILES** next to jurisdictions and check the box if you want to continue to operate in that jurisdiction or **MARK #3** next to the mileage if you want to drop that jurisdiction from your apportioned cab card?
- _____14. **SIGN THE APPLICATION** where indicated?
- _____15. **KEEP COPIES** for your records?
- _____16. Return your renewal application to the IRP Branch by **AUGUST 22, 2003**.

PLEASE REMEMBER THAT THE IRP BRANCH WILL NOT ACCEPT ANY RENEWALS SUBMITTED IN PERSON.

*****IMPORTANT*****

MAKE SURE YOU HAVE INCLUDED:

- **SCHEDULE A — COMPUTERIZED EQUIPMENT LIST**
 - **SCHEDULE B — DISTANCE TOTALS PER STATE**
 - **FORM 2290 — FEDERAL HIGHWAY USE TAX FOR
VEHICLES 55,000 LBS. OR MORE**
- **PROOF OF FINANCIAL RESPONSIBILITY — LIABILITY
INSURANCE**